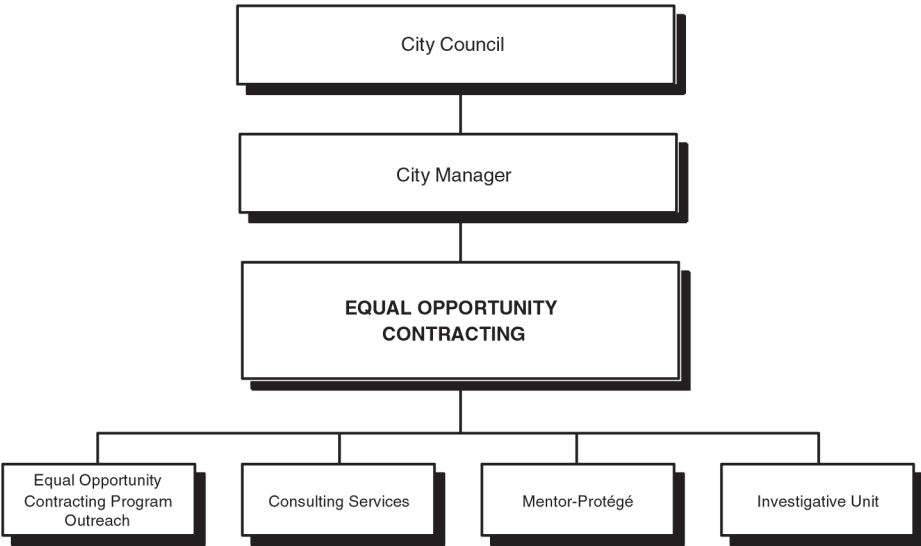


Equal Opportunity Contracting



To provide policy direction, administration, and clerical support for client departments in the selection and monitoring of construction and consultant contractors. Equal Opportunity Contracting provides technical outreach and assistance to contractors doing business with the City and their employees.

Equal Opportunity Contracting



Equal Opportunity Contracting

Department Description

As a function of the Office of the City Manager, Equal Opportunity Contracting (EOC) serves both businesses and the labor market by working to ensure equal access to contracting opportunities with the City of San Diego. Working in partnership with City departments and other local, State and federal agencies, EOC monitors and enforces equal opportunity and public contracting laws related to the use of construction contractors, consultants, and vendors/suppliers.

Milestones Met/Services Provided

In Fiscal Year 2002, EOC continued its efforts to increase opportunities for economically disadvantaged small businesses.

In January 2002, EOC received a partnership award from the Engineering and General Contractors Association.

In February 2002, during National Engineers Week and National Black History Month, EOC participated with the National Society of Black Engineers, and local private architecture and engineering firms in hosting a recruitment fair for local high school and college students interested in careers in architecture or engineering.

Future Outlook

EOC will continue to partner with other cities and agencies in sharing the Consultant Rotation List, thereby increasing revenue to the City. Minor construction is designed to create contracting opportunities for small and emerging businesses, thus spreading the City's contracting dollars back into the communities. However, the combination of recent and pending legislation along with a downturn in the economy may impact the services provided by EOC.

Equal Opportunity Contracting

Equal Opportunity Contracting				
	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 FINAL	FY 2002-2003 CHANGE
Positions	30.00	23.50	28.50	5.00
Personnel Expense	\$ 1,972,284	\$ 1,585,825	\$ 1,914,158	\$ 328,333
Non-Personnel Expense	\$ 300,182	\$ 454,878	\$ 604,612	\$ 149,734
TOTAL	\$ 2,272,466	\$ 2,040,704	\$ 2,518,770	\$ 478,066

Department Staffing

	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 FINAL
GENERAL FUND			
Equal Opportunity Contracting	30.00	23.50	28.50
Total	30.00	23.50	28.50

Department Expenditures

	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 FINAL
GENERAL FUND			
Equal Opportunity Contracting	\$ 2,272,466	\$ 2,040,704	\$ 2,518,770
Total	\$ 2,272,466	\$ 2,040,704	\$ 2,518,770

Equal Opportunity Contracting

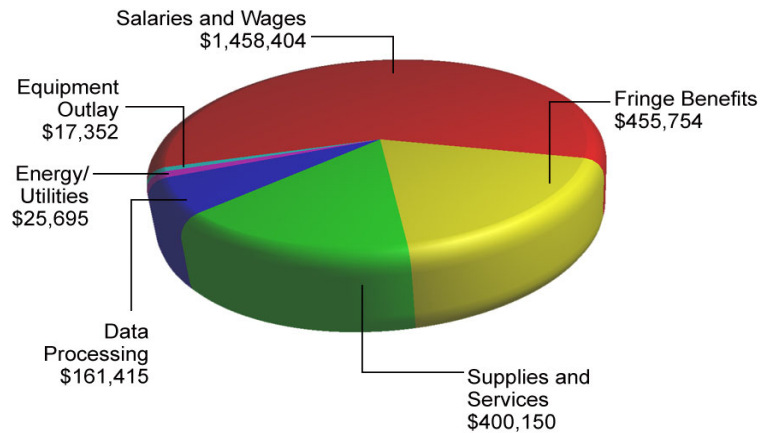
Significant Budget Adjustments

GENERAL FUND

Equal Opportunity Contracting	Positions	Cost
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2002 negotiated salary compensation schedule, Fiscal Year 2003 negotiated salaries and benefits, changes to average salaries, and other salary and benefit compensation.	0.00 \$	49,442
Staffing and Support for Outreach/Contract Compliance/EEO (Reimbursable) Addition of 2.00 Associate Management Analysts, 1.00 Administrative Aide II, 1.00 Clerical Assistant II and support for 100% increase in water and wastewater projects. Funded by MWWD.	4.00 \$	307,873
Annualization of Fiscal Year 2002 Council Mandated Additions to Increase Staffing and Support for Mentor-Protege and Minor Construction (Reimbursable) Addition of 0.25 Senior Management Analyst, and 0.25 Associate Management Analyst, 1.00 Clerical Assistant II and support. Directed by the Public Safety and Neighborhood Services Committee to address inequities in the allocation of contracting dollars. In Fiscal Year 2002, the City Council approved additional staff and support, which was budgeted at 75% and is now being annualized to budget at full cost for Fiscal Year 2003. Funded from minor (less than \$100,000) construction projects.	1.50 \$	107,720
Staffing and Support for Contract Compliance Review (Reimbursable) Addition of 1.00 Associate Management Analyst and support to assume consultant contract compliance review responsibilities for Metropolitan Wastewater Department projects. Funded by MWWD.	1.00 \$	88,762
Non-Discretionary Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00 \$	(7,797)
Budgetary Savings Plan Reduction of 1.00 vacant Neighborhood Service Center Coordinator position, which reorganized supervisory responsibilities.	(1.00) \$	(31,606)
Reallocation of Staff to Support Law Enforcement Activities Reduction of 0.50 Associate Management Analyst for reallocation to support law enforcement activities in the Police Department.	(0.50) \$	(36,327)

Equal Opportunity Contracting

Expenditures by Category



Budget Dollars at Work

Enforced federal and State regulations on:

\$6,377,334 In consultant contracts

\$156,029,416 In construction contracts

392 Consultants names provided to project managers

Equal Opportunity Contracting

Key Performance Measures

	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 FINAL
Average cost per project and request for City Council Action, City Manager Action, and Manager Approval requiring equal opportunity and investigative support	-	\$687	\$823
Average cost to produce Consultant Rotation List and provide to all project managers from the City, County, and Port District	-	\$138	\$133
Average cost per minor construction project and ⁽¹⁾ request processed	-	\$2,001	\$2,706

(1) Fiscal Year 2003 reflects adjusted budget for new minor construction unit.

Division/Major Program Descriptions

Consulting Services	The Consulting Services Section provides service to City staff to meet consultant selection deadlines.
Equal Opportunity Contracting Program (EOCP) Outreach	The Equal Opportunity Contracting Program (EOCP) Outreach Section provides policy direction, administration, and clerical support to client departments. It manages all documents and consultant agreements from the plans and specifications phase through the docket phase of the project.
Investigative Unit	The Investigative Unit Section reviews, evaluates, and investigates complaints and problems related to subcontracting opportunities for Historically Underrepresented Business Enterprises (HUBE) and emerging businesses, equal employment opportunities and equal pay, and/or prevailing wage issues for the City's Equal Opportunity Contracting Program.
Mentor-Protege	The Mentor-Protege Section assists smaller, start-up prime contractors and/or subcontractors who require greater assistance in the rudimentary aspects of public works bidding, bonding, insurance, and record-keeping. Staff selects, meets with and matches both mentors and proteges and identifies service providers specific to the needs of the proteges.

Equal Opportunity Contracting

Salary Schedule

GENERAL FUND

Equal Opportunity Contracting

<i>Class</i>	<i>Position Title</i>	<i>FY 2002 Positions</i>	<i>FY 2003 Positions</i>	<i>Salary</i>		<i>Total</i>
1104	Account Clerk	0.00	1.00	\$	32,225	\$ 32,225
1106	Senior Management Analyst	2.75	1.00	\$	63,221	\$ 63,221
1107	Administrative Aide II	2.00	3.00	\$	43,157	\$ 129,471
1218	Associate Management Analyst	8.75	11.50	\$	56,181	\$ 646,081
1348	Information Systems Analyst II	1.00	1.00	\$	54,298	\$ 54,298
1535	Clerical Assistant II	3.00	4.00	\$	29,850	\$ 119,400
1746	Word Processing Operator	2.00	2.00	\$	30,935	\$ 61,870
1879	Senior Clerk/Typist	1.00	1.00	\$	37,258	\$ 37,258
1917	Supervising Management Analyst	1.00	3.00	\$	68,751	\$ 206,253
2214	Deputy Director	1.00	1.00	\$	102,726	\$ 102,726
2275	Neighborhood Services Coord	1.00	0.00			\$ -
	Overtime Budgeted	0.00	0.00		-	\$ 5,600
	Total	23.50	28.50			\$ 1,458,403
EQUAL OPPORTUNITY		23.50	28.50			
CONTRACTING TOTAL					\$	1,458,403

Equal Opportunity Contracting

Five-Year Expenditure Forecast

	FY 2003 FINAL	FY 2004 FORECAST	FY 2005 FORECAST	FY 2006 FORECAST	FY 2007 FORECAST
Positions	28.50	28.50	28.50	28.50	28.50
Personnel Expense	\$ 1,914,158	\$ 1,971,583	\$ 2,030,730	\$ 2,091,652	\$ 2,154,402
Non-Personnel Expense	\$ 604,612	\$ 622,750	\$ 641,433	\$ 660,676	\$ 680,496
TOTAL EXPENDITURES	\$ 2,518,770	\$ 2,594,333	\$ 2,672,163	\$ 2,752,328	\$ 2,834,898

Equal Opportunity Contracting

Fiscal Year 2004

No major projected requirements.

Fiscal Year 2005

No major projected requirements.

Fiscal Year 2006

No major projected requirements.

Fiscal Year 2007

No major projected requirements.